

SAMPLE LETTER ONLY
PROVIDE YOUR SPECIFIC REASONS FOR REQUEST

THRU:

Date

(YOUR COMPANY)

(YOUR BATTALION)

(YOUR BRIGADE)

MEMORANDUM FOR Deputy Commanding General, XVIII Airborne Corps & Fort Bragg,
ATTN: AFZA-DCG, Fort Bragg, NC 28310

SUBJECT: Request For Restricted Driving Privileges For A Driving While Impaired (Offense)

I, _____, request restricted driving privileges on Fort Bragg and Pope Air Force Base.

On _____ I was cited for Driving While Impaired.

I completed the mandatory Driver improvement Training class on _____.

**EXAMPLE TEXT BELOW, PLEASE STATE YOUR SPECIFIC REASONS
AND REQUESTED DRIVING PRIVILEGES**

As a result of my poor judgment, I have had to rely on my friends, family and peers to pick up the tasks/missions that I could not complete due to my installation driving privileges being revoked. I understand that I should never have put myself in this situation. I am truly sorry to have put my family, my unit and the Army through this heartache. Due to the extreme hardships, this situation has placed me in, I would like to put this all in the past as a lesson and start back with my life and my Army Career.

I humbly request your assistance in granting me restricted driving privileges so I can drive to and from work as well as drive my family to the PX/BX, Commissary, Medical Facilities and Religious Services. In addition, due to the nature of my job, it is imperative for me to operate a military vehicle on the installation to support the Unit's mission.

The point of contact for this memorandum is the undersigned at phone# _____.

My First Line Supervisor is _____ they can be reached at ph# _____.

Signed
PFC Dudley Doright